Travel Authorization & Expense Report Processing

PEOPLESOFT
THE UNIVERSITY OF TEXAS AT EL PASO

Agenda

Create Travel Authorization

Create Expense Reports

Reviewing Budget Checking Errors

Travel Authorization Workflow

Creator

- Travel Authorization initiator

→

Supervisor

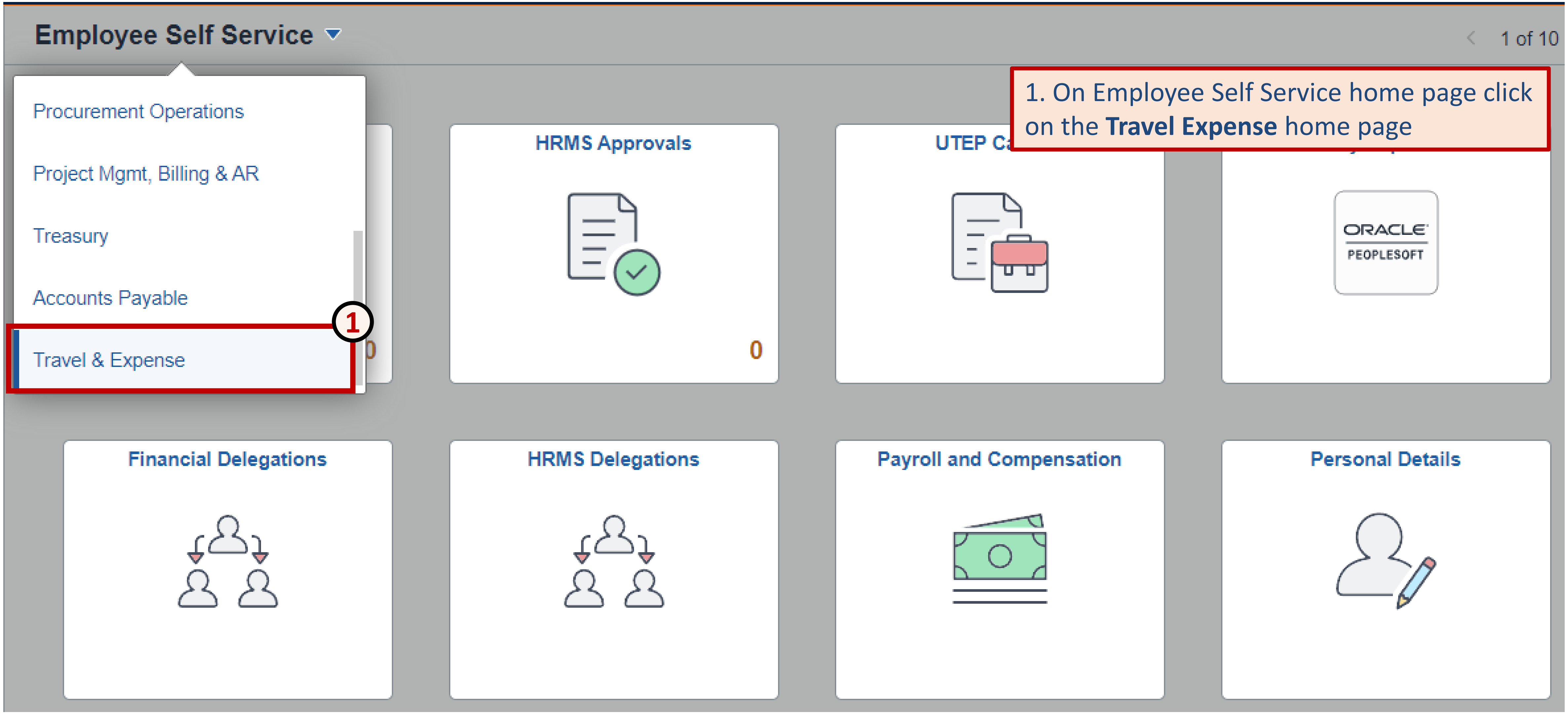
- Reports To of Traveler

→

Budget Authority

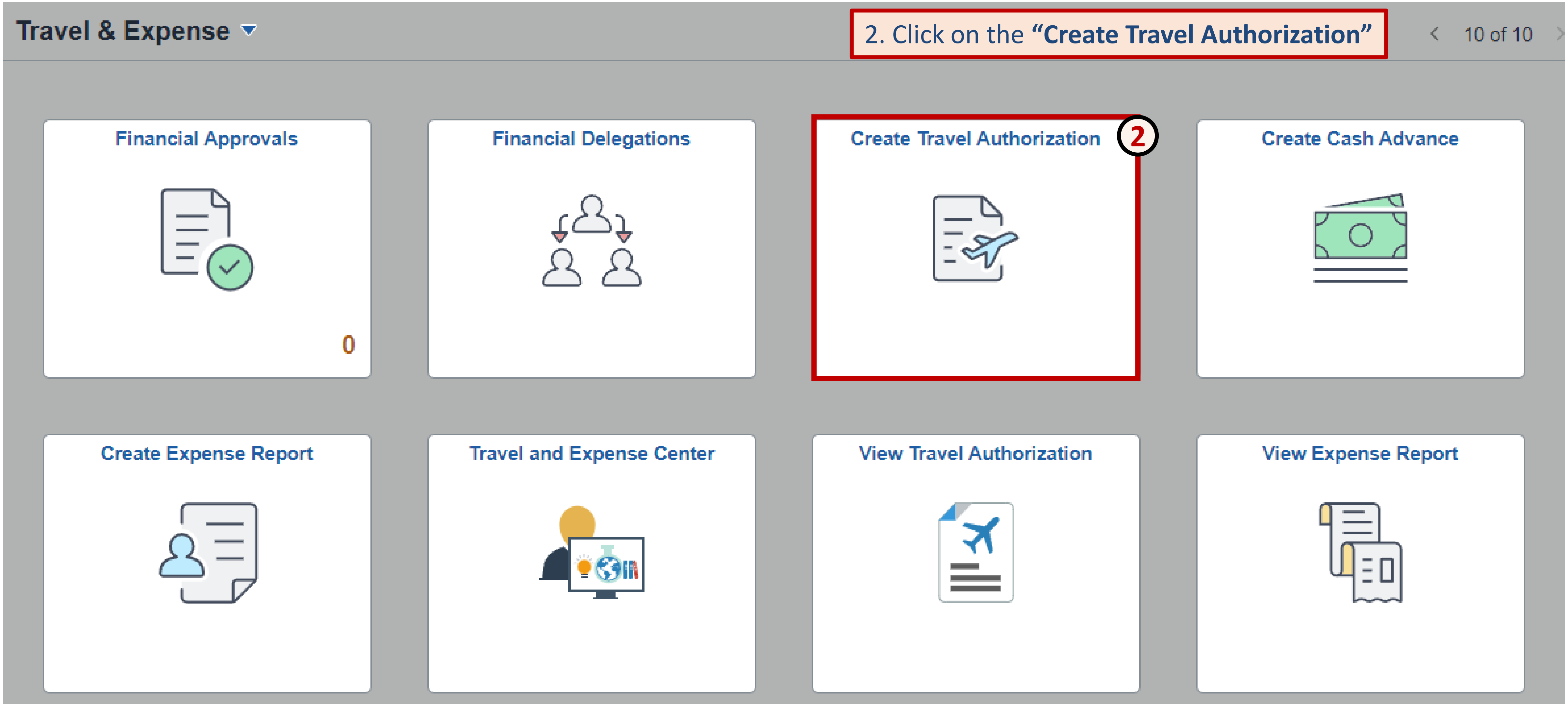
- Grants (PI) Approver
- Cost Center
- Department Approver
- Capital Projects Approver

Navigate to Travel Authorization

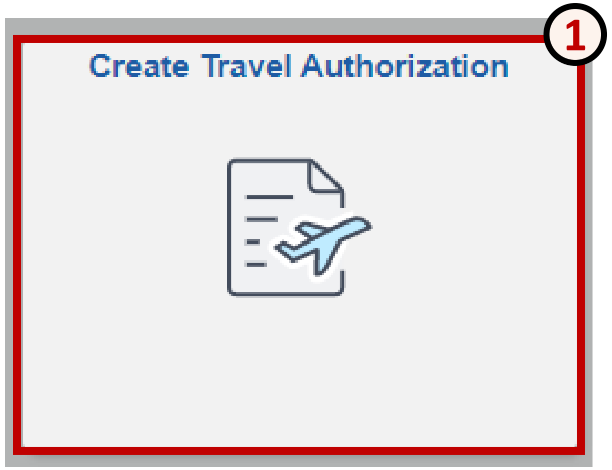


1. On Employee Self Service home page click on the **Travel Expense** home page

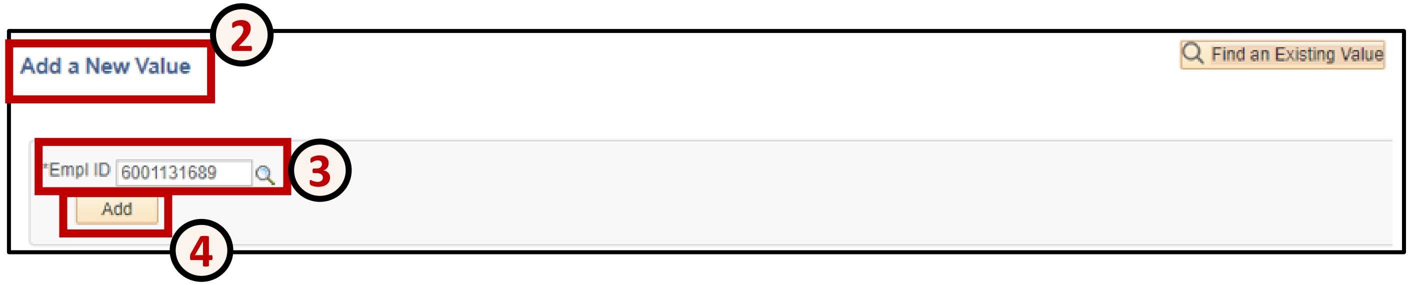
Navigate to Travel Authorization



Create Travel Authorization



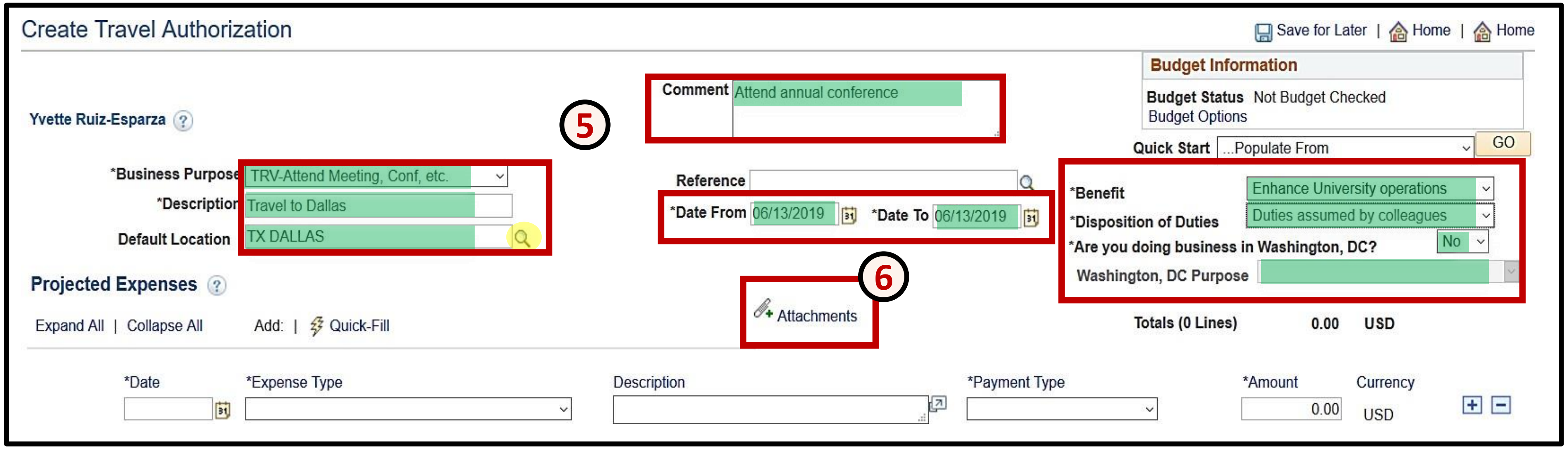
1. Click **Create Travel Authorization**.
2. Click the **Add a New Value** tab.
3. Enter the traveling Employee's ID or use the magnifying glass to search for an employee
4. Click **Add** button to continue.



PeopleSoft Tips

- Search for existing travel authorizations by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying glass to Search by Name in the dropdown.

Enter Travel Information



5. Enter fields (green) under Create Travel Authorization.
   - A. **Business Purpose-** Use drop down menu to select option
   - B. **Description –** Enter general description of travel
   - C. **Default location –** Use to select location
   - D. **Comment-** Add notes or justification for trip
   - E. **Date from & Date to -** Enter travel dates
   - F. **Benefit –** Use drop down menu to select option Disposition of duties - Use drop down menu
   - G. **Washington D.C fields- required for travel to D.C.**
6. Use **+Attachments** link to upload attachments

PeopleSoft Tips

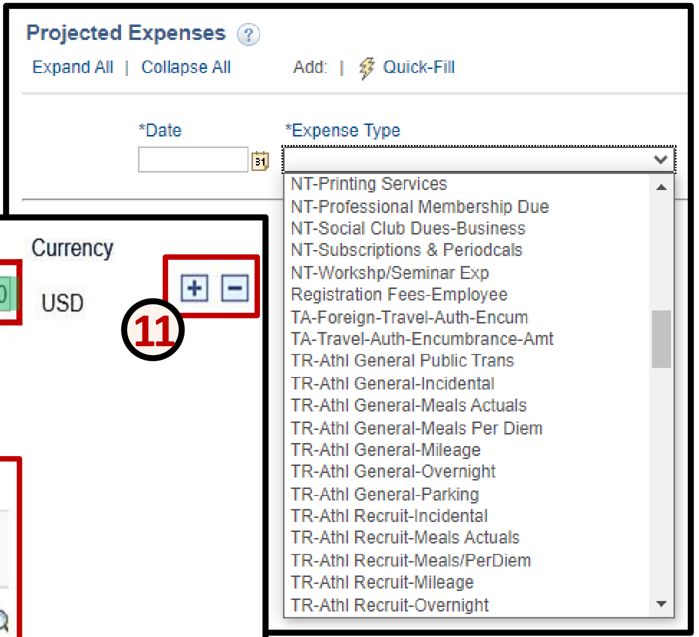
- Travel Dates cannot be in the past.
- For domestic trips in step 5C, enter the state abbreviation (ie: TX) and scroll down to select your city.

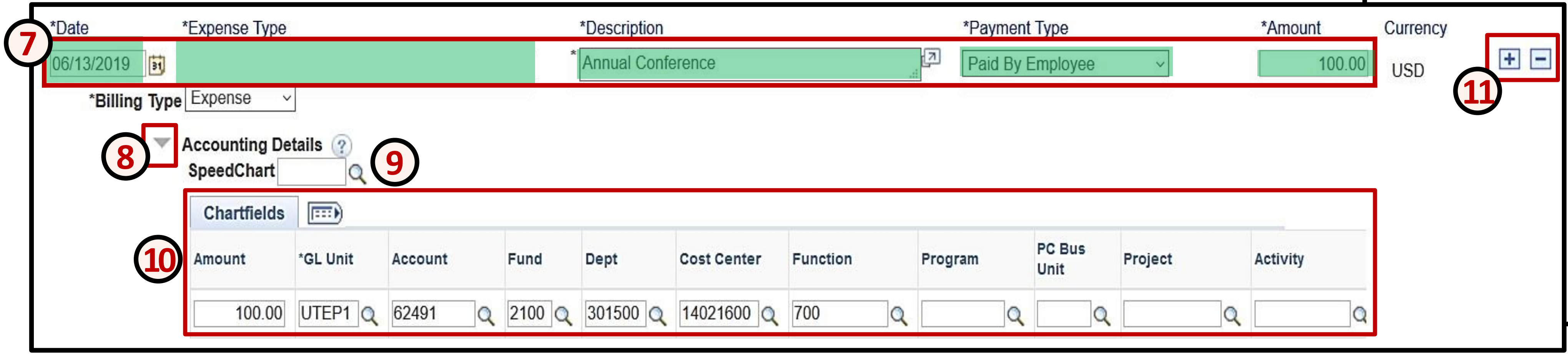
Enter Travel Information Lines

7. Enter first line of detail fields (highlighted in green)
   - **A. Date**- Enter travel start date
   - **B. Expense Type** – From dropdown select only “TA” expense types (there are only 2)
   - **C. Description** – Enter basic description for the individual line
   - **D. Payment Type** – Only select **Paid By Employee**
   - **E. Amount** – Enter travel authorization amount
8. Click “**Down Arrow**” to open Accounting Details and Chartfields.
9. Enter funding source in **SpeedChart** field. Then click “enter key” on keyboard.
10. Validate the **Chartfield** values populated from SpeedChart.
11. Click “**+/-**” buttons to add/delete lines. Go to the top of the page after entering all lines.

PeopleSoft Tips

- You may enter multiple lines for different funding sources.
- Billing Type field is always Expense.

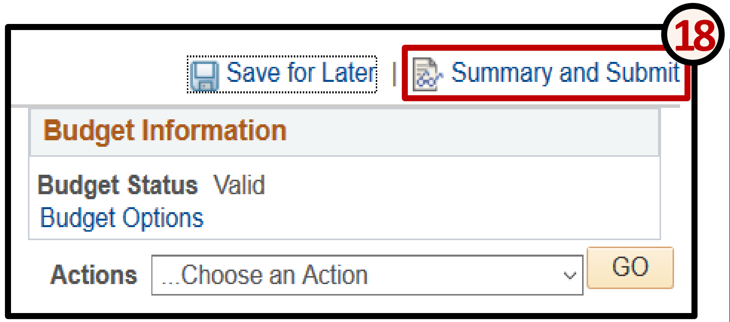


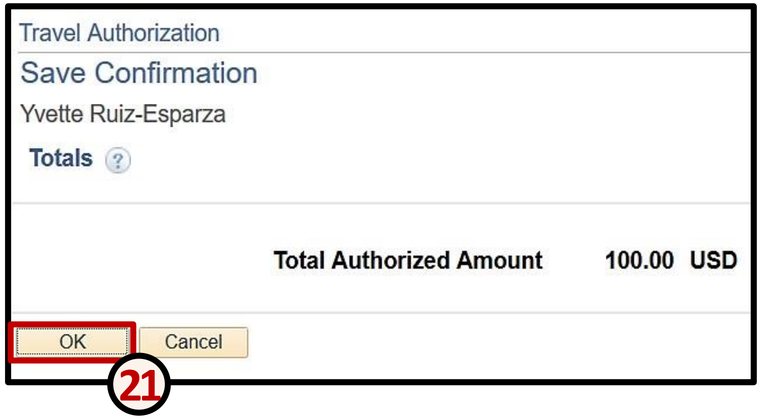


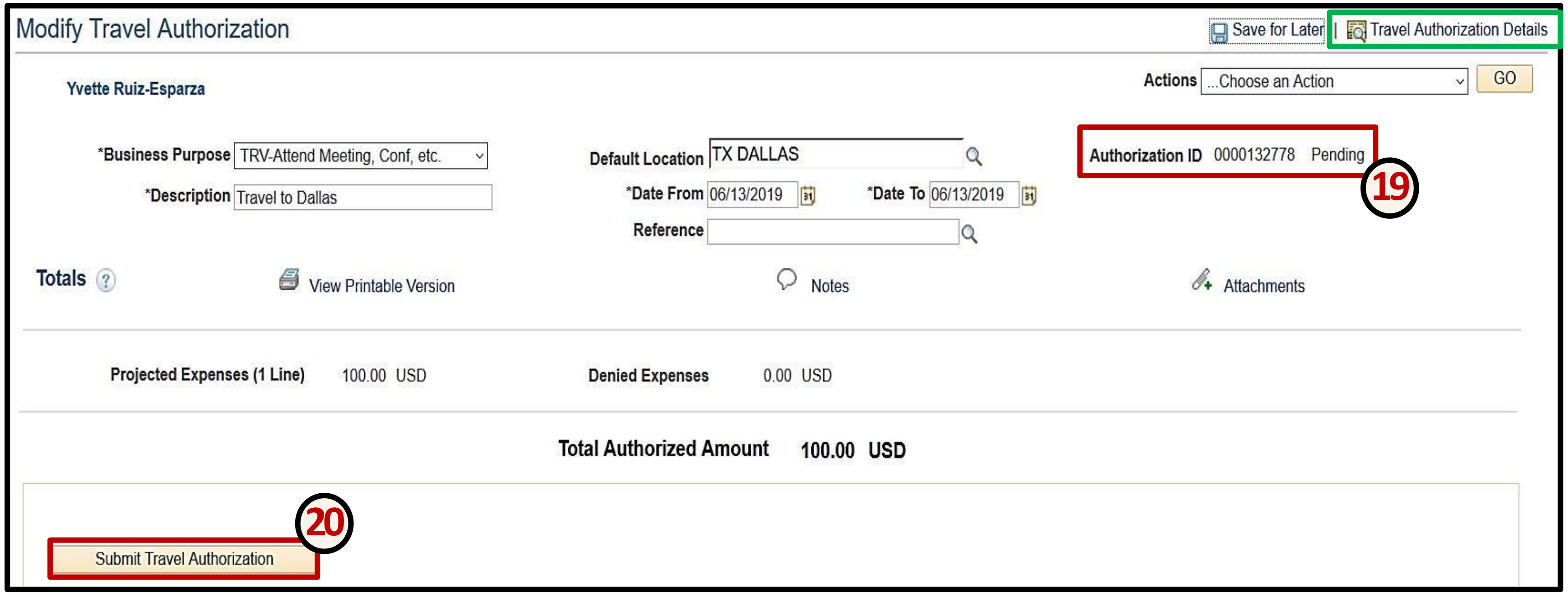
Save & Budget Check

12. To save document click **Save for Later** link.
13. The **Authorization ID** will appear below the name. This is the number provided to the Travel Agency.
14. Select **Budget Options** link to open budget check page.
15. Select **Budget Check** button.
16. Review the **Budget Checking Header Status**.
    a) Valid- Passed budget checking
    b) Error in Budget Check- Failed budget checking
17. Click **OK** to get back to the Travel Authorization page.

Submit and Confirm



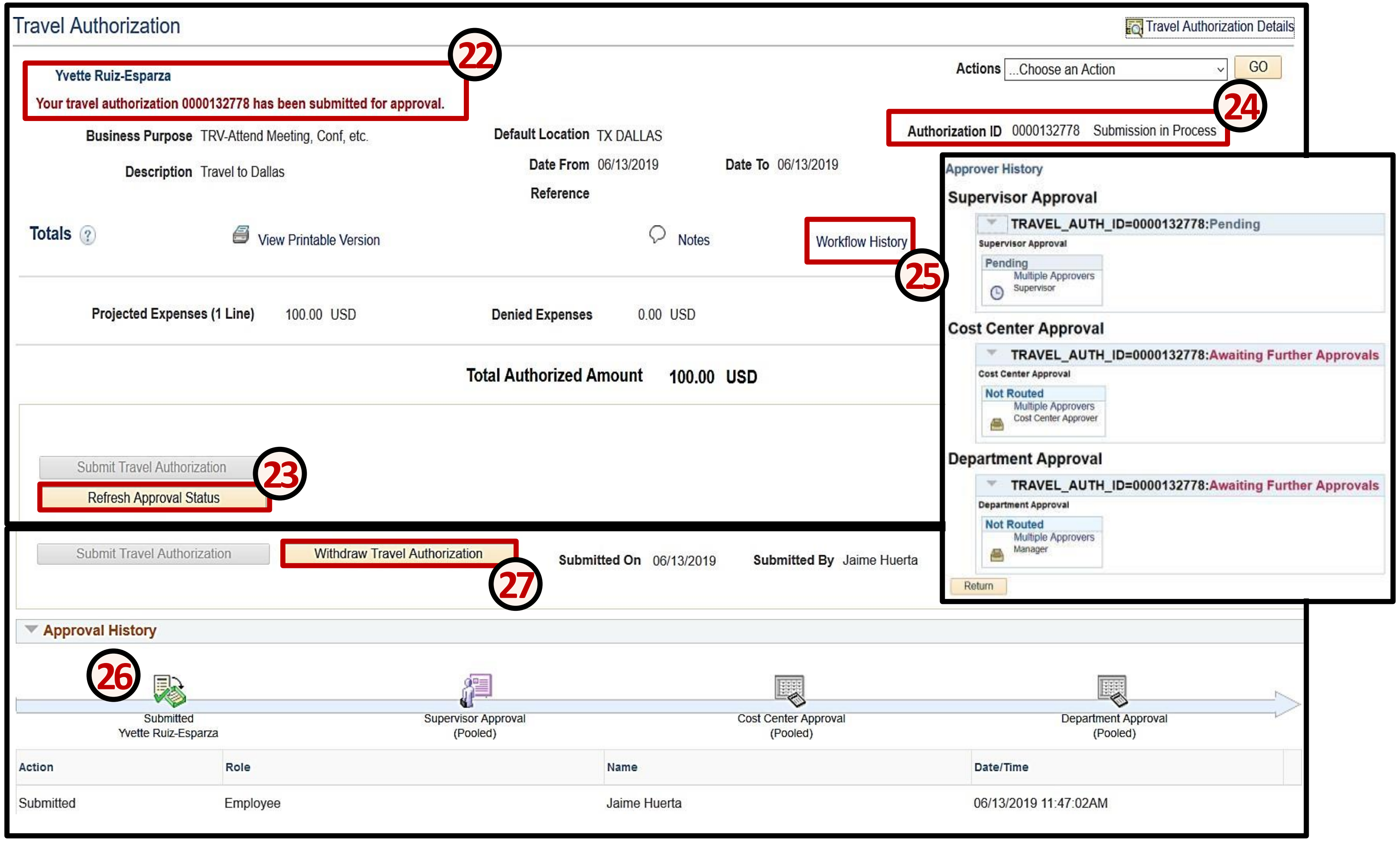




18. Select **Summary and Submit** link to submit travel authorization.
19. The Travel Authorization ID and status appear at the top of the page.
20. To process, select the **Submit Travel Authorization** Button.
21. Click **OK** button to confirm.

PeopleSoft Tip:
Select the Travel Authorization Details link if you want to return to the travel entry page.

Review Status & Workflow



22. Review Confirmation message.
23. Select **Refresh Approval Status** to update status & workflow.
24. Note: document status changed to "**Submission in Process**".
25. Select **Workflow History** link to see workflow page. The **Approval History** is also available to review workflow.
26. To recall document, select the **Withdraw Travel Authorization** button to return document to the Creator.
    a) Note: Withdraw is only available when the document is pending at the Supervisor Approval step

Questions?

Create Expense Report

Expense Report Workflow

Creator

- Expense Report initiator

→

Traveler

-Employee Certification

→

Budget Authority

-Grants(PI)

-Cost Center

-Department

-Capital Project

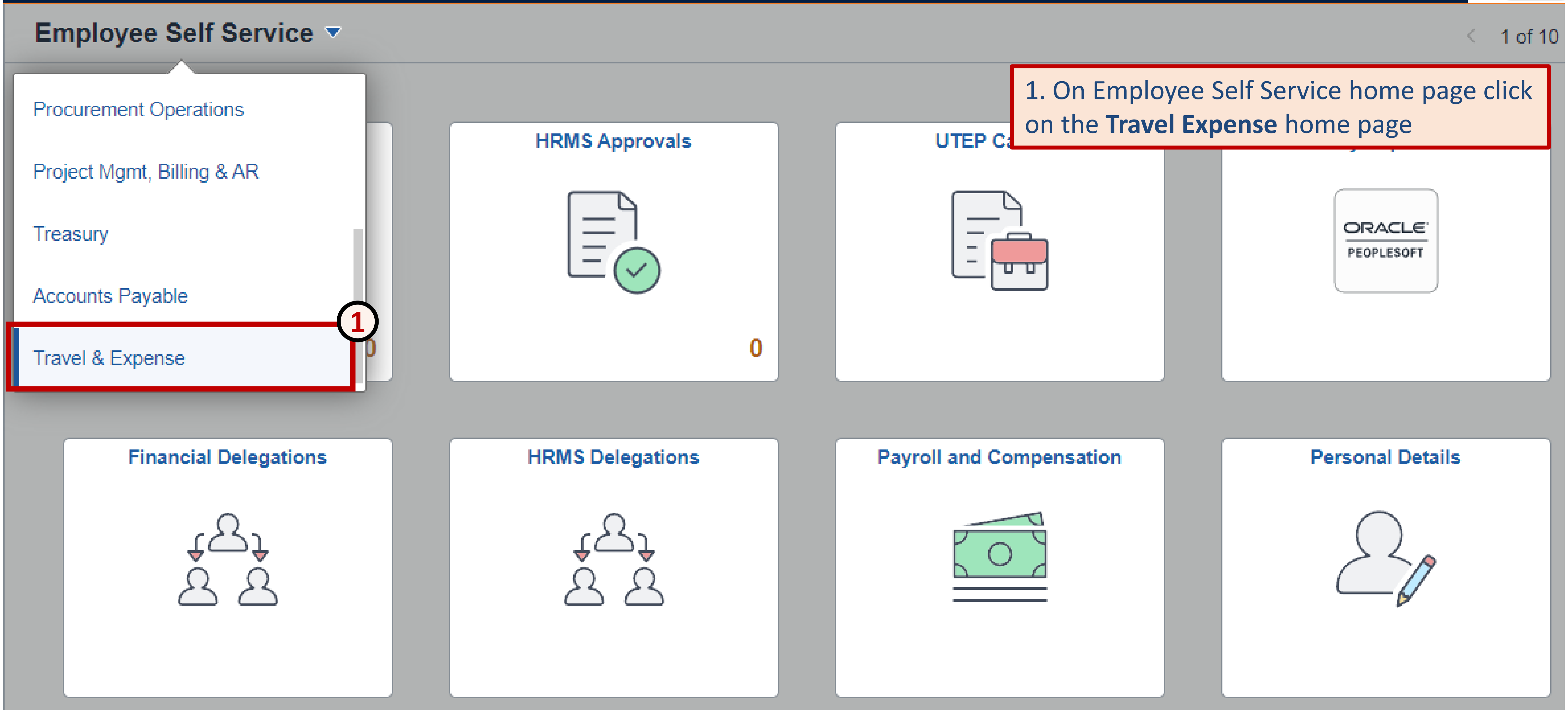
→

Document Approver

-Travel Office

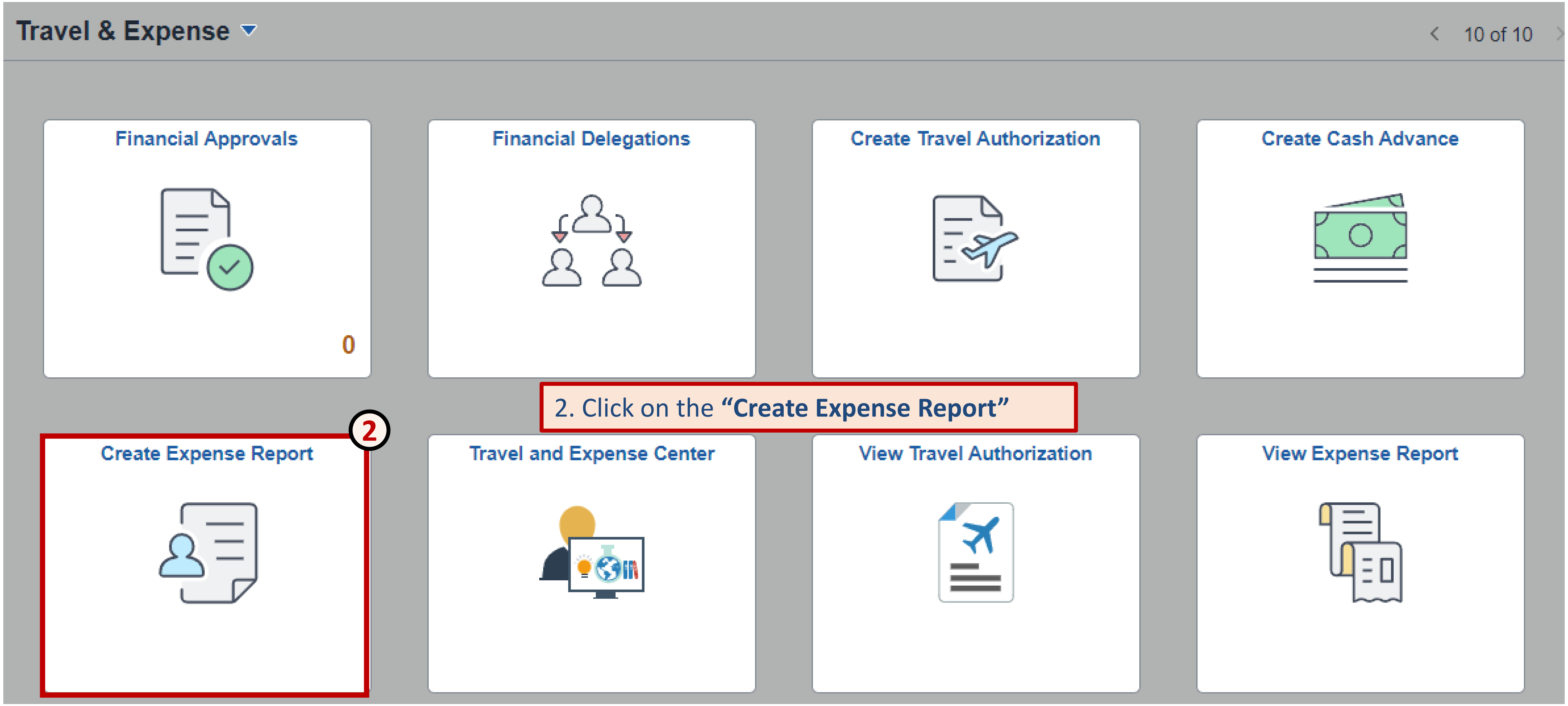
-Contracts & Grants Office

Navigate to Expense Reports

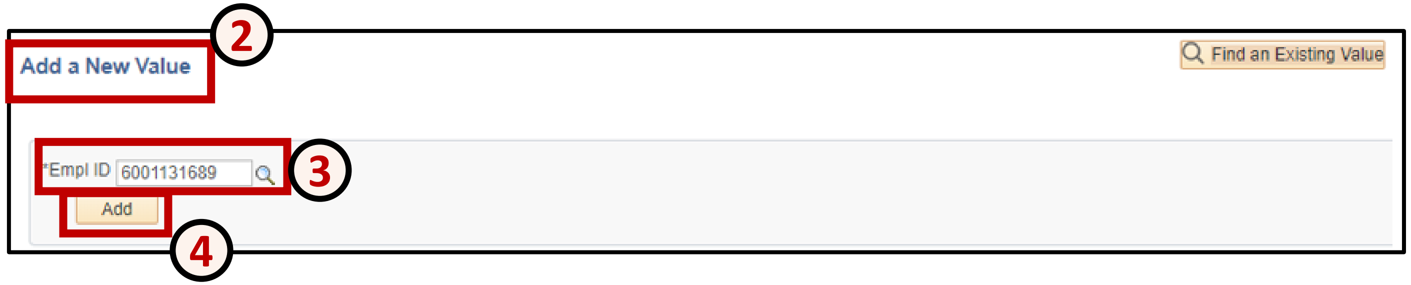


1. On Employee Self Service home page click on the **Travel Expense** home page

Navigate to Create Expense Report



Create Expense Report –Travel Reimbursement

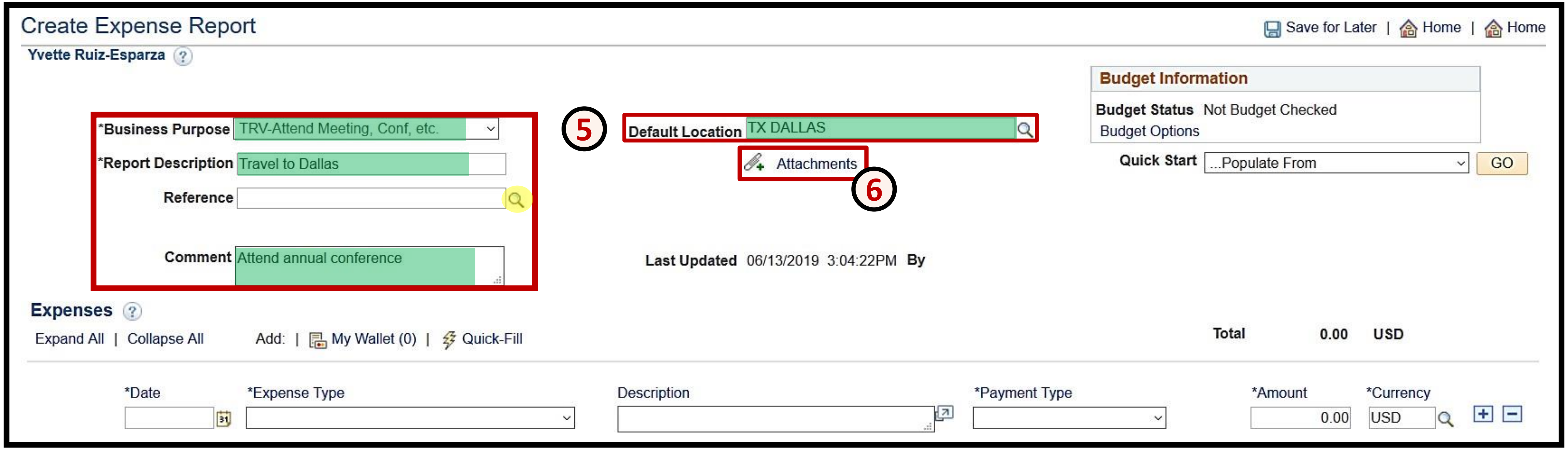


1. Click **Create Expense Report**.
2. Click the **Add a New Value** tab.
3. Enter the traveling Employee's ID or use the magnifying glass to search for an employee
4. Click **Add** button to continue.

PeopleSoft Tips

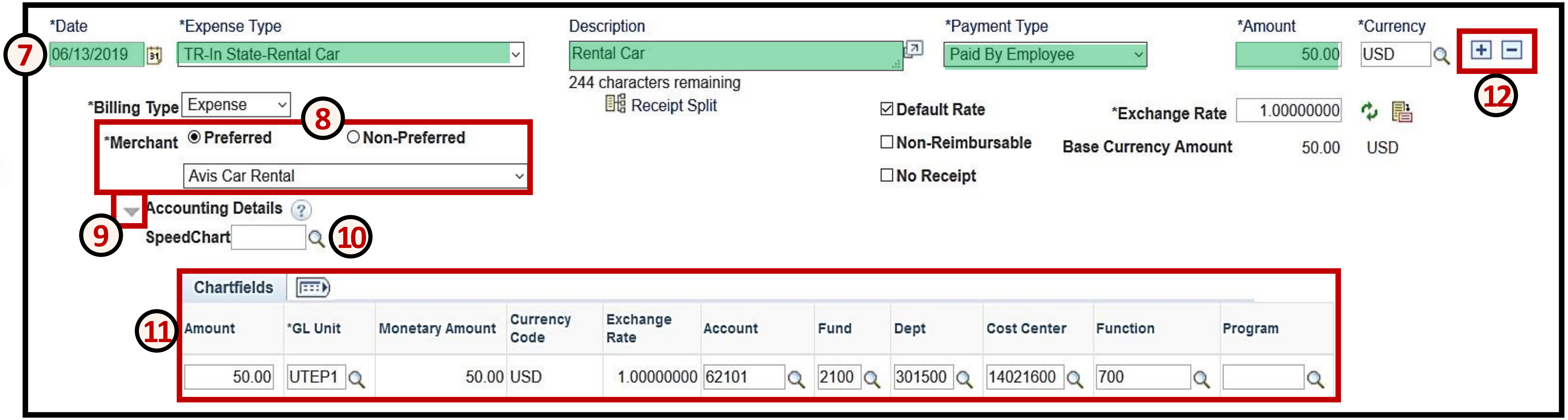
- Search for existing Expense Reports by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying glass to Search by Name in the dropdown.

Enter Expense Report



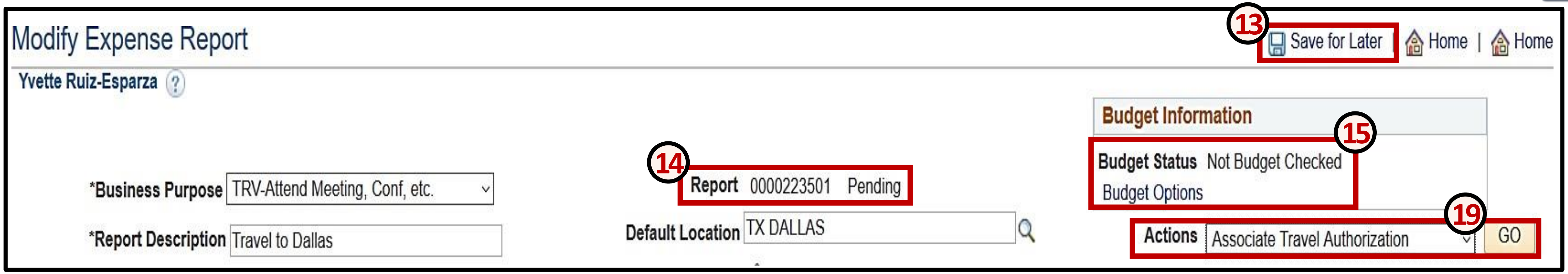
5. Enter fields (green) under Create Travel Authorization.
   - **A. Business Purpose-** Use drop down menu to select option
   - **B. Report Description –** Enter general description of travel
   - **C. Default location –** Use 🔍 to select location (*ONLY Travel Reimbursement*)
   - **D. Comment-** Add notes or justification for trip
6. Use **+Attachments** link to upload attachments

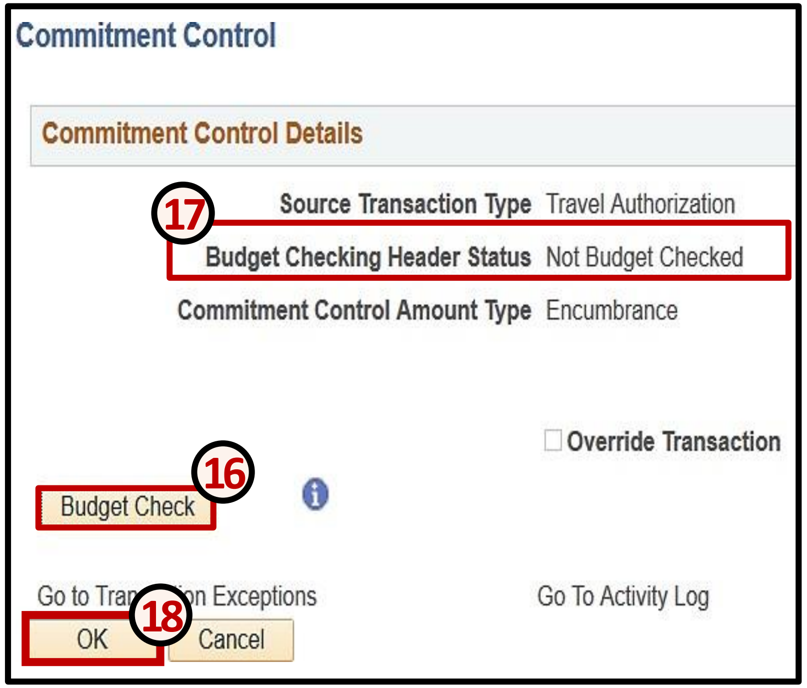
Enter Expense Report Lines



7. Enter the first line of detail fields (highlighted in green)
   - **A.** **Date**- Enter travel start date
   - **B.** **Expense Type** – From dropdown select appropriate expense type for line item
   - **C.** **Description** – Enter basic description for line
   - **D.** **Payment Type** – Only select “Paid By Employee”
   - **E.** **Amount** – Enter expense line amount
8. Some Expense Types will require additional information. Enter information requested.
9. Click “**Arrow**” to open Accounting Details and Chartfields.
10. Enter funding source in **SpeedChart** field. Then click “enter key” on keyboard.
11. Validate the **Chartfield** values populated from SpeedChart.
12. Click “**+/-**” buttons to add/delete lines. Expense Reports usually require entering multiple lines. Remember to click the “**+**” button. Go to the top of the page after entering all lines.

Save Budget Check and Associate

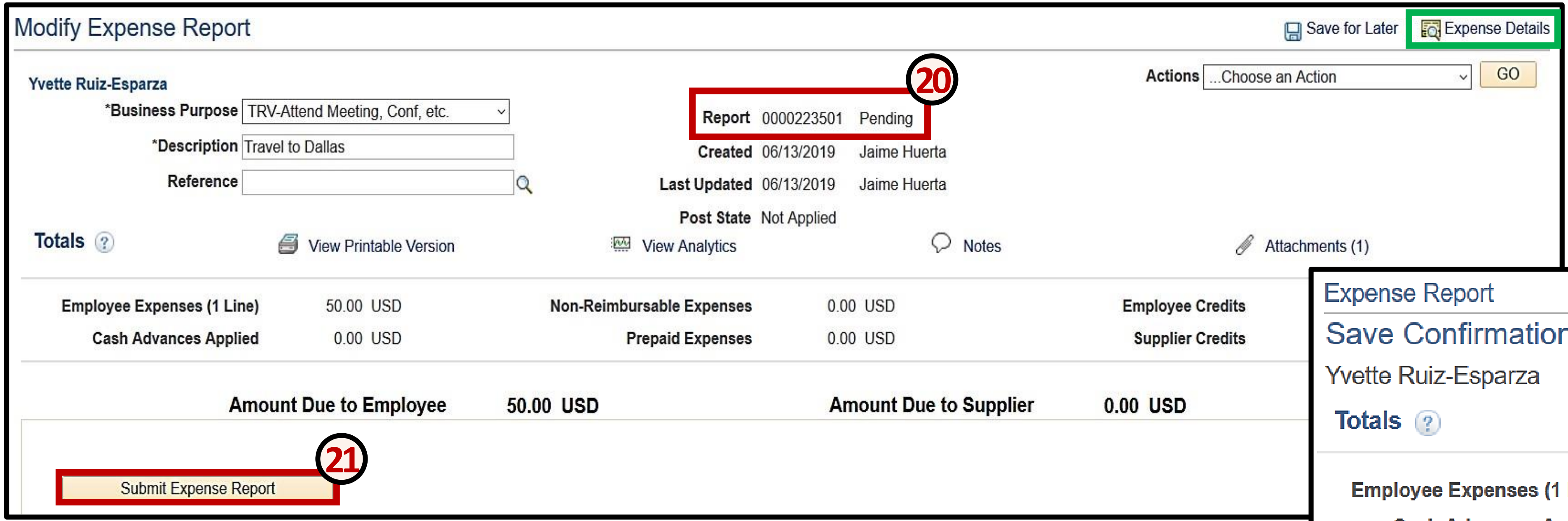


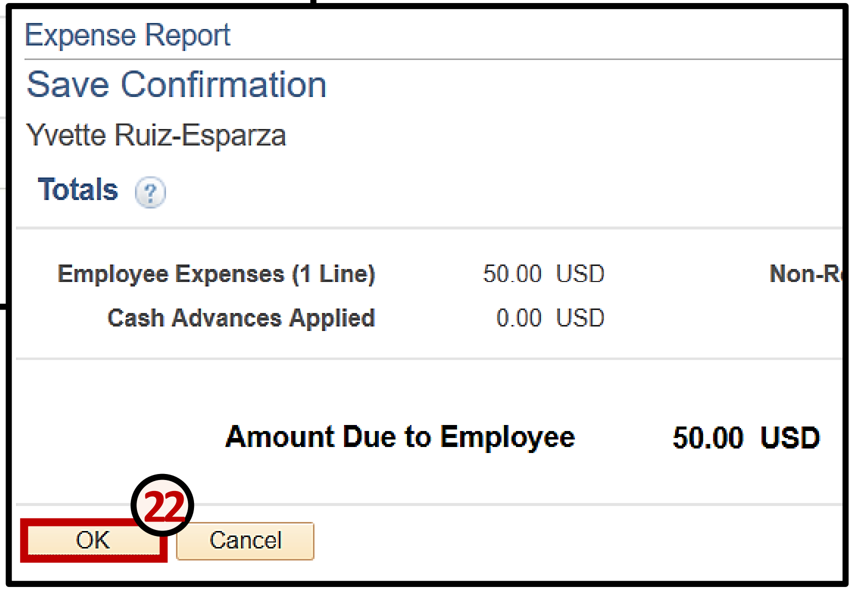


13. To save document click **Save for Later** link.
14. The **Report #** will appear above Default Location.
15. Select **Budget Options** link to open budget check page.
16. Select **Budget Check** button.
17. Review the Budget Checking Header Status.
18. Click OK to get back to the Travel Authorization page
19. Please review the note below. Select **Associate Travel Authorization** and click **GO** button.

PeopleSoft Note:
Only **Travel Reimbursements** need to be **Associated** to a Travel Authorization. Regular employee **Expense Reimbursements** do not require Association. Skip to Non-Travel Expense Reports for additional information.

Submit & Confirm

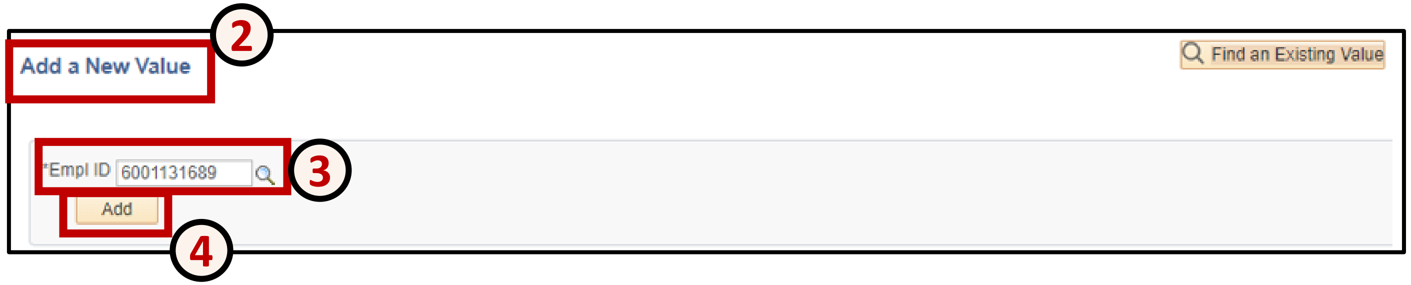




20. The document number and document status appear at the top of the page.
21. To process, select the **Submit Expense Report** button.
22. Click **OK** button to confirm.

PeopleSoft Tip:
Select the Expense Details link if you want to return to the expense report entry page.

Create Expense Report – Non-Travel Reimbursement

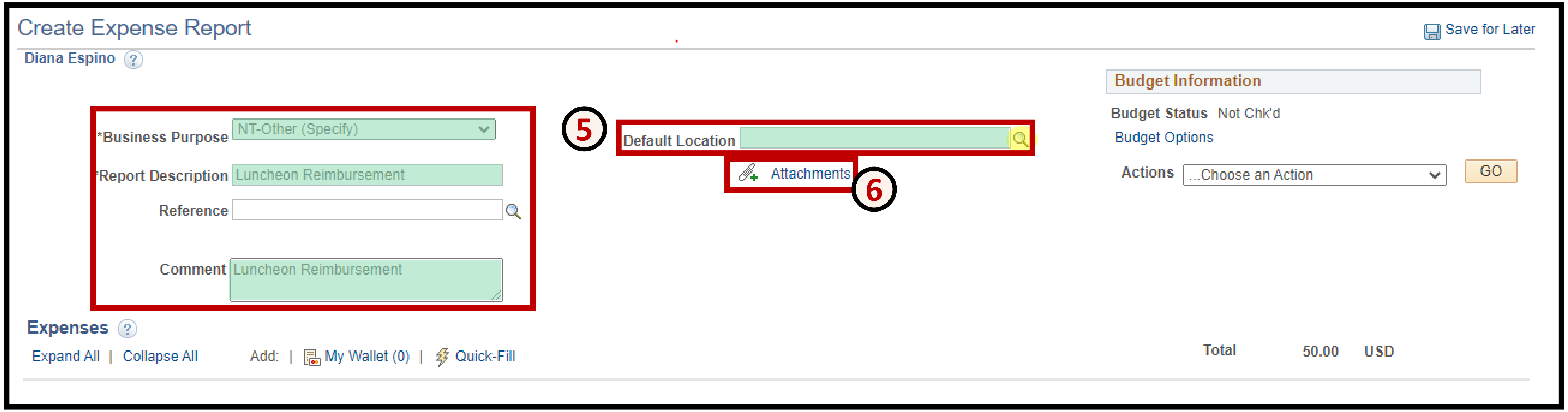


1. Click **Create Expense Report**.
2. Click the **Add a New Value** tab.
3. Enter the traveling Employee's ID or use the magnifying glass to search for an employee
4. Click **Add** button to continue.

PeopleSoft Tips

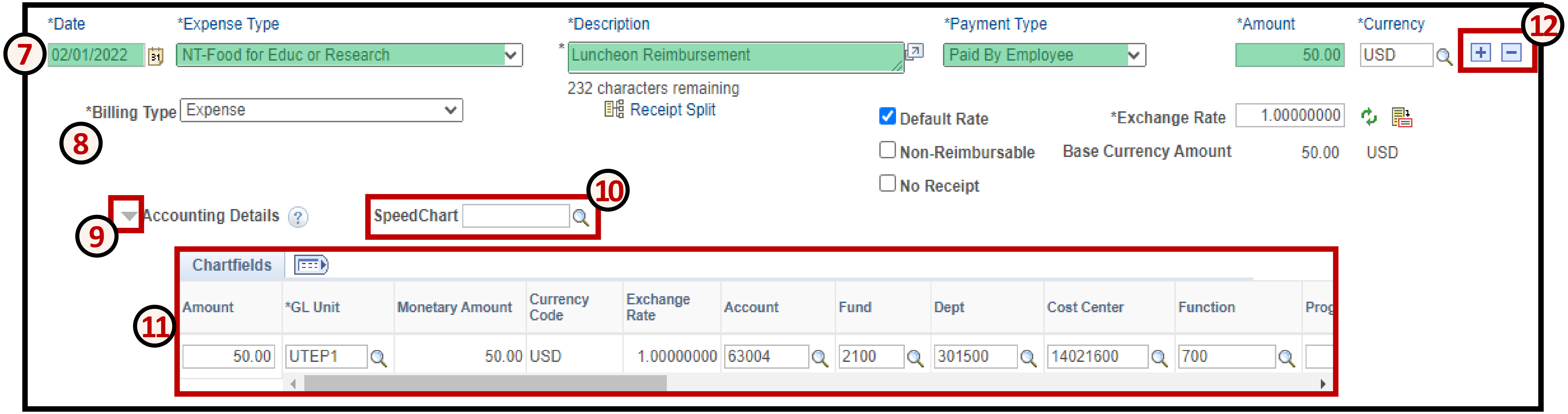
- Search for existing Expense Reports by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying glass to Search by Name in the dropdown.

Enter Expense Report



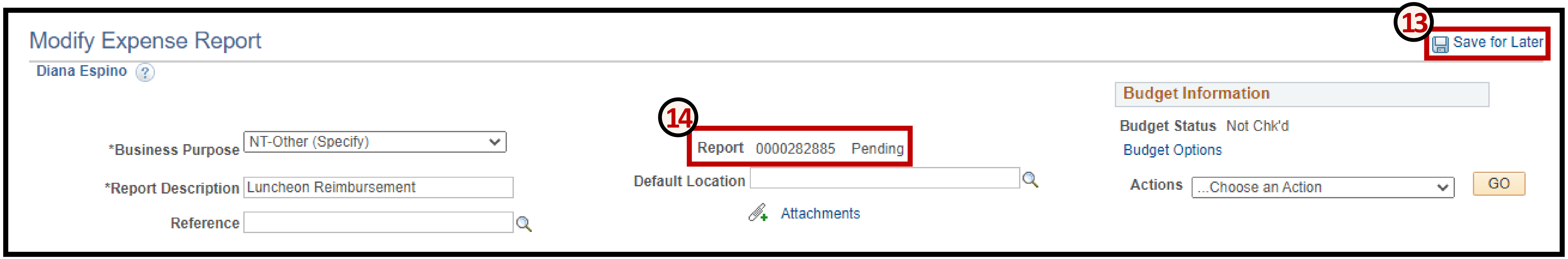
5. Enter fields (green) under Create Travel Authorization.
    - **A. Business Purpose-** Use drop down menu to select option
    - **B. Report Description –** Enter general description of travel
    - **C. Default location –** Use to select location (*ONLY Travel Reimbursement*)
    - **D. Comment-** Add notes or justification for trip
6. Use **+Attachments** link to upload attachments

Enter Expense Report Lines



7. Enter the first line of detail fields (highlighted in green)
    A. **Date**- Enter travel start date
    B. **Expense Type** – From dropdown select appropriate expense type for line item
    C. **Description** – Enter basic description for line
    D. **Payment Type** – Only select "Paid By Employee"
    E. **Amount** – Enter expense line amount
8. Some Expense Types will require additional information. Enter information requested.
9. Click "**Arrow**" to open Accounting Details and Chartfields.
10. Enter funding source in **SpeedChart** field. Then click "enter key" on keyboard.
11. Validate the **Chartfield** values populated from SpeedChart.
12. Click "**+/-**" buttons to add/delete lines. Expense Reports usually require entering multiple lines. Remember to click the "**+**" button. Go to the top of the page after entering all lines.

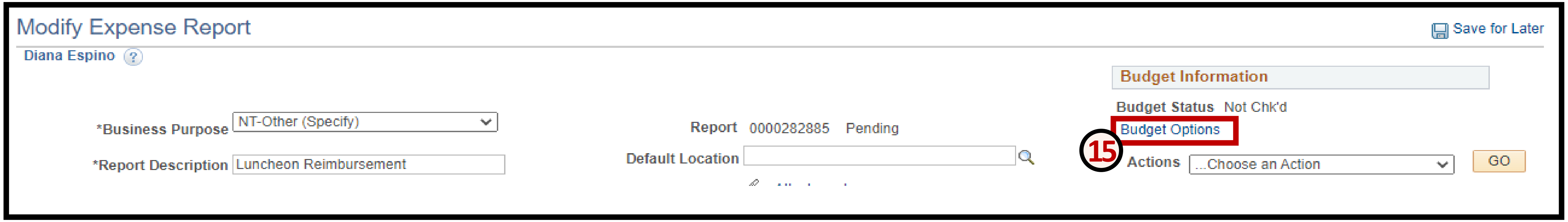
Saving Expense Report

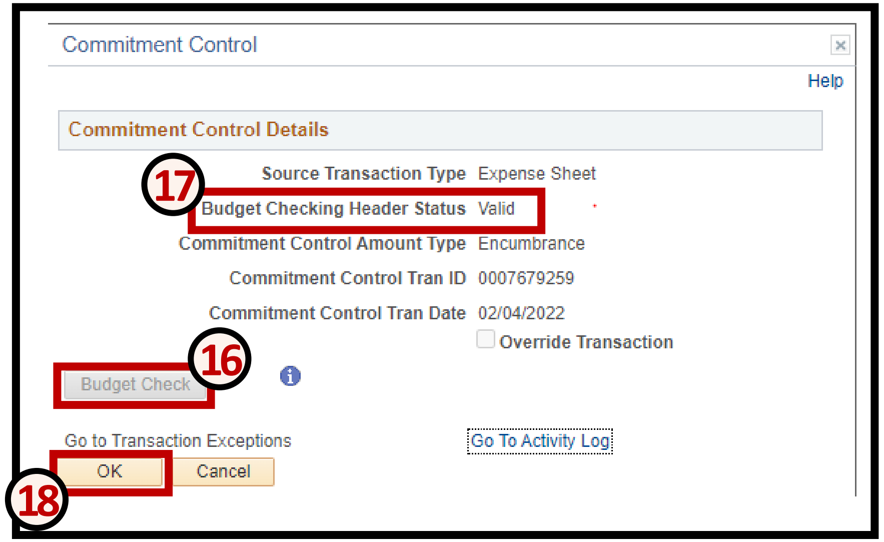


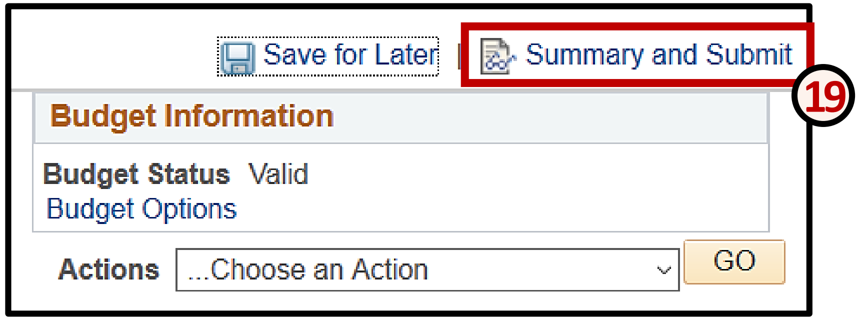
13. To save document click **Save for Later** link.
14. The **Report #** will appear above Default Location.

PeopleSoft Note:
Only **Travel Reimbursements** need to be **<u>Associated</u>** to a Travel Authorization. Regular employee **Expense Reimbursements** do not require Association.

Budget Check & Submit

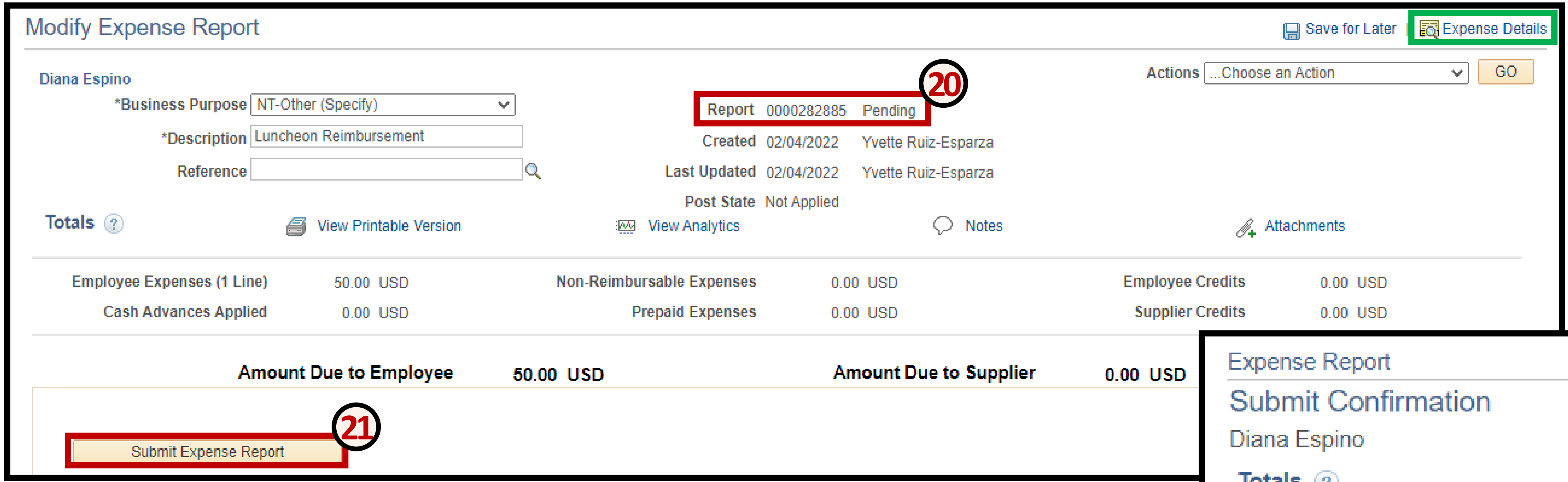


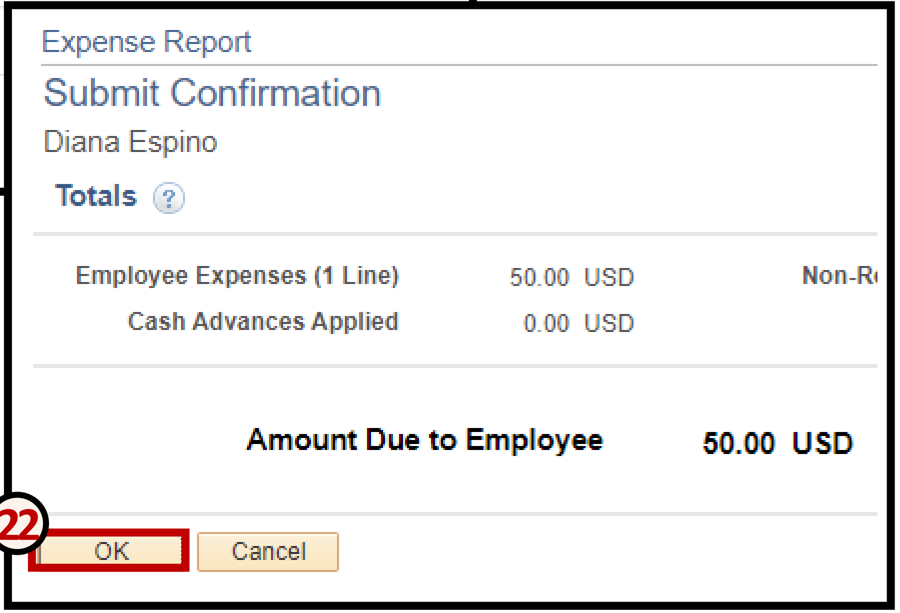




15. Select **Budget Options** link to open budget check page.
16. Select **Budget Check** button to start budget checking process.
17. Review the **Budget Checking Header Status**.
    a) Valid- Passed budget checking
    b) Error in Budget Check- Failed budget checking
18. Click **OK** to get back to Expense Report Authorization page.
19. Select **Summary and Submit** link to submit document.

Submit Expense Report & Confirm

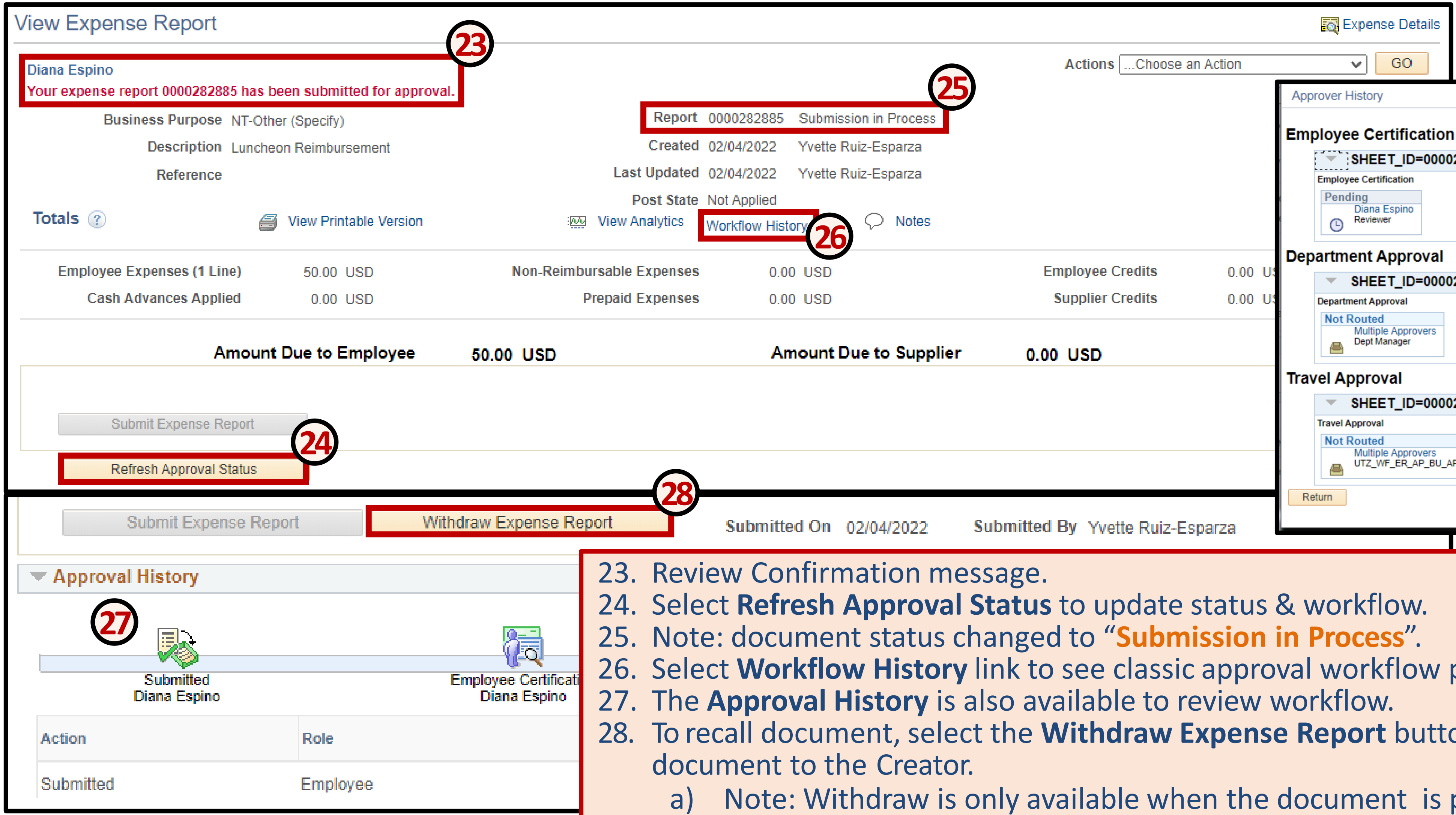


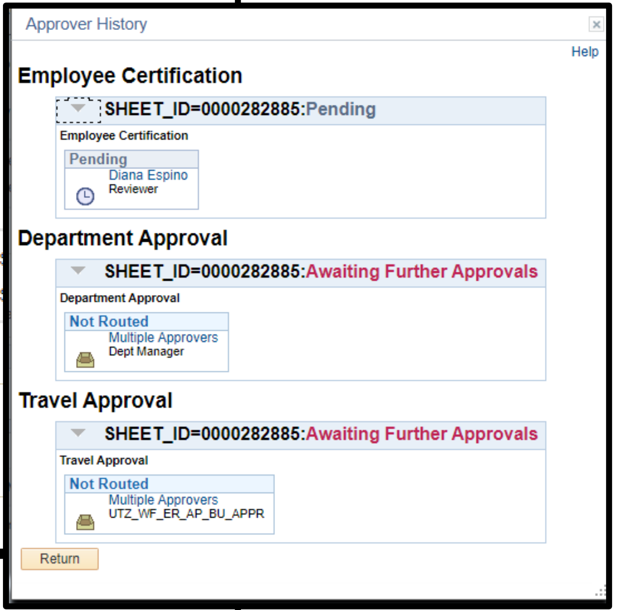


20. The document number and document status appear at the top of the page.
21. To process, select the **Submit Expense Report** button.
22. Click **OK** button to confirm.

PeopleSoft Tip:
Select the Expense Details link if you want to return to the expense report entry page.

Review Status & Workflow





23. Review Confirmation message.
24. Select **Refresh Approval Status** to update status & workflow.
25. Note: document status changed to "**Submission in Process**".
26. Select **Workflow History** link to see classic approval workflow page.
27. The **Approval History** is also available to review workflow.
28. To recall document, select the **Withdraw Expense Report** button to return document to the Creator.
    a) Note: Withdraw is only available when the document is pending at the Employee Certification Approval step

Modify/Cancel Documents

- Returning documents
  - **SEND BACK** button used by Approvers **or**
  - Submit **Help Desk (helpdesk@utep.edu)** ticket

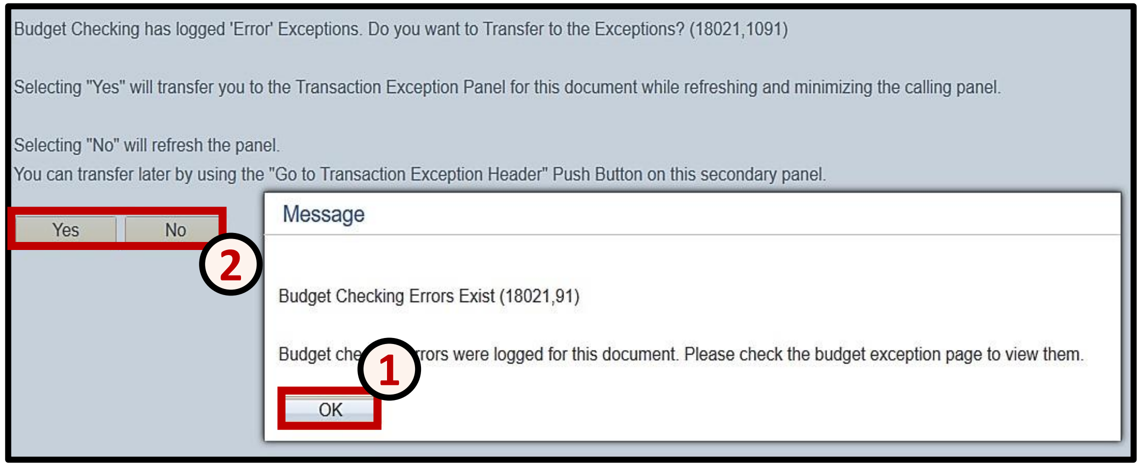
- Correcting documents
  - **Modifying** page in Travel Authorization & Expense Report before submitting
    - ***ESS Landing Page> Travel & Expense> (Travel Authorization or Expense Report)> Create***

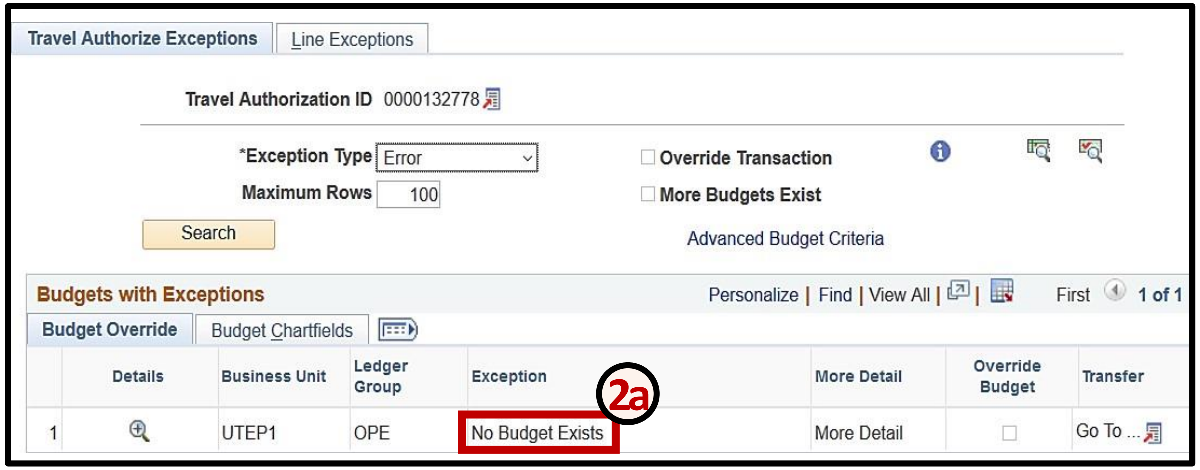
- Canceling/Deleting documents
  - **TERMINATE** button used by Approvers **or**
  - Submit **Help Desk (helpdesk@utep.edu)** ticket

Questions?

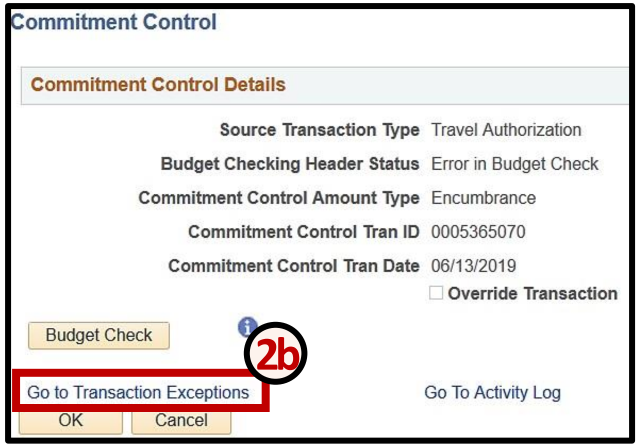
Reviewing Budget Checking Errors

Review Budget Errors





1. If you receive a "**Budget Checking Error**" message.
   Click the **OK** button to continue.
2. Identify the actual error by selecting either **Yes** or **No**.
   a) **Yes**- will take you to the page with where the actual error message appears.
   b) **No**- takes you back to the Budget Checking page.
   There you can click the "**Go to Transaction Exceptions**" link to go get to error message page.



PeopleSoft Tip

All **"Exceptions"** need to be corrected by the Creator before the document can be submitted for approval.

Common Error Messages

Error Type	Document Message	Error	Error Description	Solutions/Actions
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Exceeds Budget Tolerance	Transaction exceeds available budget	1) Verify speedchart & re-budget check 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check 4) If insufficient funds; request Budget Transfer from Budget Office or Contracts & Grants for grants. (use Budget Transfer Request Form)
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	No Budget Exists	Chartfield combination does not exist for budget row. One of the chart fields does not match the valid string.	1) Verify speedchart & re-budget check 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check 4) Submit Help Desk ticket. Cost Center & Project issues reviewed by Budget Office or Contracts & Grants (use Budget Transfer Request Form)
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Budget Date out of Bounds	Budget date on transaction is not within project Effective date. (Error only impacts grant/project)	1) Review effective dates for project. a) If Service dates are within effective dates; then re-budget check b) If Service dates outside effective dates; use another funding source. c) Notify Contracts & Grants of service date issues 2) Verify speedchart & re-budget check 3) Use another speedchart & re-budget check
Chart Field	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Required key CF is blank (CF= Chartfield)	A required chartfield is missing.	1) Use conversion tool to find missing chartfields for speedchart and additional lines, & re-budget check. a) Cost Center field + Fund, Function, Dept b) Project field + Fund, Function, Dept, PC Busn Unit, Activity 2) Verify speedchart & re-budget check 3) Use another speedchart & re-budget check
Chart Field	At least 1 Distribution is missing an Account Value. (7030,691). At least 1 distribution is missing an Account Value. This must be corrected before this voucher can be saved.	Missing Account Value	Missing Account number in the Distribution lines section.	1) The Account portion of the Chart field was not entered. Go to the Distribution lines section and search Account field using magnifying glass.
Chart Field	Invalid value- press the prompt button or hyperlink for a list of valid values (15,11). The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink	Invalid Value	One of the chartfields contain an invalid value.	1) Use conversion tool to verify chartfields for speedchart and additional lines, & re-budget check. 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check

Questions?

The image part with relationship ID rId2 was not found in the file.

Thank you!